



Brno Moravian Provincial Archives Online

Czechia “How to” Guide, Beginner Level: Instruction

November 2021

GOAL

This guide will teach you how to locate and navigate church records from Czechia on the Brno Moravian Provincial Archives website.

INTRODUCTION

The majority of church records from Czechia have been digitized and put online. The Brno Moravian Provincial Archives uses a web application called Acta Publica to make records from the former South Moravian region freely available online. This region was established in 1960 by merging part of the five former regions of Brno/Brněnského, Gottwaldov/Gottwaldovského, Jihlava/Jihlavského, Olomouc/Olomouckého, and Pardubice/Pardubického.¹

Note: The Brno website (found at actapublica.eu and mza.cz/actapublica/matrika/hledani_obec) will migrate images from the current web application to the MZA (Moravian Regional Archive) website in around year 2025, so links to records may not be permanent—in addition to saving links, be sure to save images (right-click on an image to download, or create a screenshot) and keep all source information.

You may want to consult the following “How to” Guides before continuing:

- [GenTeam Gazetteer](#)
- [German Script Tutorial](#)
- [Inserting Special Characters](#)

See the [Czechia “How to” Guides page](#) in the *FamilySearch* Wiki for information on how to use the other archival websites of Czechia.

HOW TO

To locate church records for your family on the Brno website, you will need to already know **the name of the town or parish** where your ancestors lived.

¹ Acta Publica, Brno Moravian Provincial Archives, “Dokumenty” tab, *Úvod k matričním inventářům* [introduction to matrix inventories], www.mza.cz/actapublica/uploads/dokumenty/cs/uvod.doc (accessed 21 October 2021). The “Dokumenty” tab, which only works when viewed in Czech, contains inventories of books and registries that are not online and lists the names of the registry offices in which they are stored.

1. Go to the following website: actapublica.eu or mza.cz/actapublica/matrika/hledani_obec
2. The website is available in English, Czech, and German; choose English by clicking on the language you're currently viewing the website in (Čeština, Deutsch, or English) in the upper right corner of the website.

Note: You do *not* need to log in or register for an account to use this website.

3. In the search field in the middle of the page, type in the name of a **parish** or **town**. To practice, type in the parish name **Bačov**.

Note: You do *not* need to use diacritics when typing in placenames. For example, searching for "Bacov" without the diacritic mark č will still bring up the Bačov results.

4. Click on the parish name—listed as **Bačov (Bačow, Batschau), obec: Boskovice, okres: Blansko** (the parish name is listed first)—that appears in a dropdown box.

Note: To search by a combination of town, parish ("původce"/"Urheber"), and book number, click on "Search" in the brown navigation bar and perform your search there.

Navigating Search Results

The record collections from the parish or town you searched for will load below the search bar.

The following chart explains the column headings in the search results:

English	Czech	German
[book number*]	Číslo knihy	[Buchnummer]
Originator [parish]	Původce	Urheber
type of originator [parish]	typ původce	Art des Urhebers
Births from-to [year-year]	Narození od-do	Geborene
births index	index narození	Register Geborene
Marriages from-to [year-year]	Oddaní od-do	Getraute
marriages index	index oddaní	Register Getraute
Deaths from-to [year-year]	Zemřelí od-do	Gestorbene
deaths index	index zemřelí	Register Gestorbene
Cities**	Obce	Dörfer
[number of images]	Počet snímků	[Anzahl der Bilder]

* Some of the column headings remain in Czech even when viewing the website in English or German.

**The "Cities" column indicates the number of localities (towns, villages, cities, etc.) included in

the specific parish book. Click on a boxed number in this column to see a list of all the places included in the collection.

In the Births, Marriages, and Deaths (BMD) columns are two rows for each collection. A year range on the **first** of those rows indicates the availability of that record type in those years. However, a year range on the **second** of those rows (in slightly smaller, italicized text) indicates the availability of **indexes** of that record type in those years.

Found registrars						
Číslo knihy	Originator <i>type of originator</i>	Births from-to <i>births INDEX</i>	Marriages from-to <i>marriages INDEX</i>	Deaths from-to <i>deaths INDEX</i>	Cities	Počet snímků
168	Boskovice <i>římskokatolická církev</i> ⓘ	1661 - 1679 -	- -	- -	25	81
198	Boskovice <i>římskokatolická církev</i> ⓘ	- 1721 - 1798	- -	- -	13	86

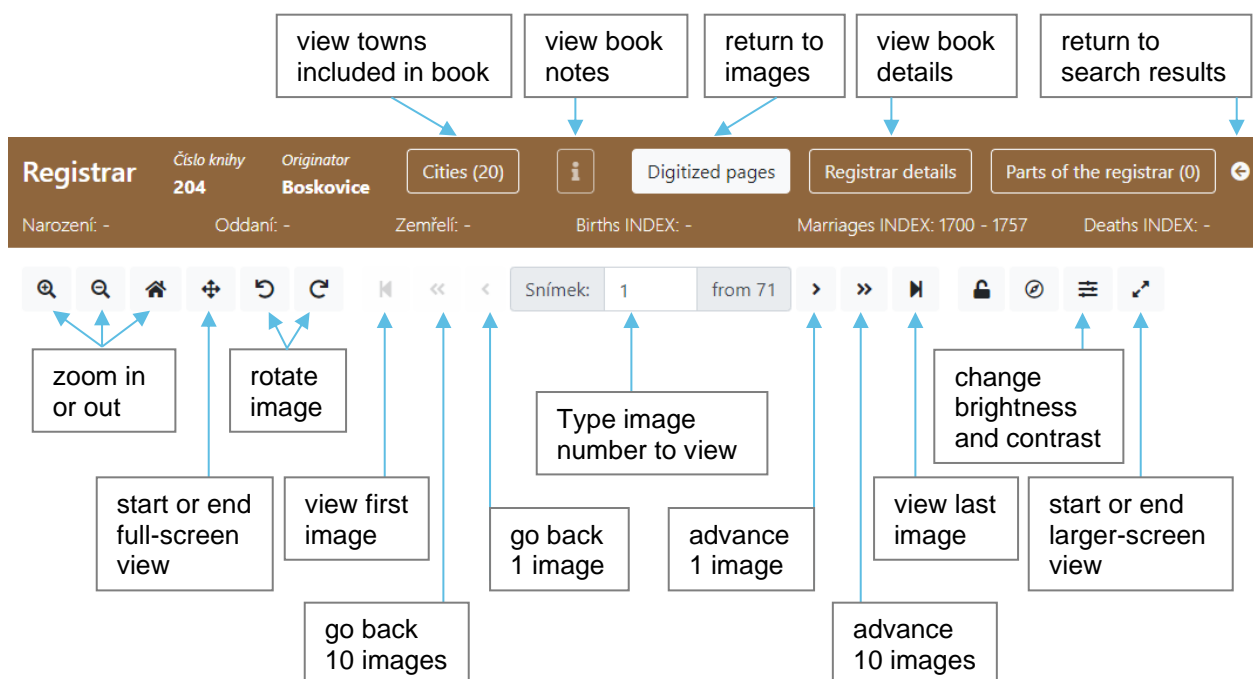
For example, the Bačov search results (excerpts seen above) list book number 168 as containing 1661-1679 birth records and book 198 as containing 1721-1798 birth **indexes**.

Note: To perform a new search, click on the magnifying glass and select “Search by city.”

Browsing Digital Images

Once you have chosen a collection to browse, click on the button in the last column (it has no heading; the buttons are labeled “Show”/”Zobrazit”/”Anzeige”) to open the digital image viewer.

Use the tool bar to browse through the images. The following diagram explains the functions of the toolbar:



Read the “[Brno Moravian Provincial Archives, Czechia Church Records](#)” *FamilySearch* Wiki article for additional information.

PRACTICE

Using the information above, find out what records are available for the parish of Rájec nad Svitavou. Open up the website actapublica.eu and type the parish name **Rájec nad Svitavou** (without diacritics works as well: **Rajec nad Svitavou**) into the search box. Click on the entry in the dropdown list that corresponds with the parish name.

Look at the rows in the Originator/Původce/Urheber column until you find the records for the parish of Rájec nad Svitavou (i.e., not the parish of Doubravice nad Svitavou). A quick way to see where the parish is listed on the page is to click CTRL and F on your keyboard (Command and F if on a Mac) and type the parish name into the search box that pops up in the corner of your web browser.

Question	Answer
What years are birth records available for the parish of Rájec nad Svitavou?	1854–1873. This is found in the Births/Narození/Geborene column.
What years are marriage records available for the parish?	1838–1945. This is found in three entries in the Marriages/Oddaní/Getraute column.
What years are death records available for the parish?	1873–1913. This is found in the Deaths/Zemřelí/Gestorbene column.
The <i>GenTeam</i> gazetteer shows that Smrčná is the parish for Wilhelmsdorf, Böhmen. What years are records available for the parish of Smrčná?	1784–1928.
Are there any indexes available for the parish of Smrčná?	No; if there were, the index years would be listed (italicized and in slightly smaller font) on the second row of a book listing in the BMD columns.

ACTIVITY

Now, test your skills you have learned in this “How to” Guide. The Activity is a way to check your knowledge and let you know you’ve mastered the Guide! [Click here](#) to try out the Activity.